

# **" The City of Heritage "**



## **ULUNDI LOCAL MUNICIPALITY RATES POLICY 2018/2019**

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## **1 PART ONE: PREAMBLE**

### **Whereas:**

- 1.1 Section 229 of the Constitution of the Republic of South Africa (Act 108 of 1996) provides that a municipality may impose rates on property;
- 1.2 The Local Government: Municipal Property Rates Act (Act 6 of 2004) regulates the power of a municipality to impose rates on property;
- 1.3 In terms of the Municipal Property Rates Act a municipality:
  - 1.3.1 may levy a rate on property in its area; and
  - 1.3.2 must exercise its power to levy a rate on property, subject to:
    - (a) section 229 and any other applicable provisions of the Constitution;
    - (b) the provisions of the Municipal Property Rates Act; and
    - (c) its rates policy;
- 1.4 The Ulundi Municipal Council has resolved to levy rates on the market value of all rateable properties within its area of jurisdiction;
- 1.5 The municipality must, with regard to section 3 of the Municipal Property Rates Act, adopt a rates policy consistent with the provisions of the said Act on the levying of rates in the municipality;
- 1.6 In terms of section 4 of the Local Government: Municipal Systems Act (Act 32 of 2000), the municipality has the right to finance the affairs of the municipality by imposing, inter-alia, rates on property; and
- 1.7 In terms of section 62 of the Local Government: Municipal Finance Management Act (Act 56 of 2003), the Municipal Manager must ensure that the municipality has and implements a rates policy.
- 1.8 Revenue raised from property rates shall be used to fund services that benefit the community as a whole as opposed to individual households, and these services include, but not limited to:
  - (i) Maintenance of streets, roads, sidewalks, lighting and storm drainage facilities.
  - (ii) Municipal and recreational facilities.
  - (iii) Cemeteries and
  - (iv) Municipal administration.

## **2 PART TWO: DEFINITIONS**

All words and phrases in this policy shall have the same meaning and interpretation as assigned in terms of the Local Government: Municipal Property Rates Act, Act 6 of 2004, and unless the context indicates otherwise:-

### **Act**

Means the Local Government: Municipal Property Rates Act (Act 6 of 2004).

<b>Agent</b>	<p>In relation to the owner of a property, means a person appointed by the owner of the property:</p> <ul style="list-style-type: none"> <li>(a) to receive rental or other payments in respect of the property on behalf of the owner; or</li> <li>(b) to make payments in respect of the property on behalf of the owner.</li> </ul>
<b>Agricultural property</b>	Property that is used primarily for agricultural purposes but, without derogating from section 9 of the Act, excludes any portion thereof that is used commercially for the hospitality of guests, and excludes the trading in or hunting of game.
<b>Agricultural purpose</b>	In relation to the use of a property, excludes the use of a property for the purpose of ecotourism or for the trading in or hunting of game.
<b>Annually</b>	Means once every financial year.
<b>Appeal board</b>	Means a valuation appeal board established in terms of section 56 of the Act.
<b>Bed and Breakfast</b>	Means a commercial accommodation establishment with less than or equal to 4 bedrooms available to guests.
<b>Business or Commercial property</b>	<p>Means –</p> <ul style="list-style-type: none"> <li>(a) Property used for the activity of buying, selling or trading in commodities or services and includes any office or other accommodation on the same property, the use of which is incidental to such activity;</li> <li>(b) Property on which the administration of the business of private or public entities takes place;</li> <li>(c) property used for the provision of commercial accommodation;</li> <li>(d) property used for education purposes;</li> <li>(e) Property used by the State or any organ of State; or</li> <li>(f) Property excluded from any other category of property.</li> </ul>
<b>Category</b>	<ul style="list-style-type: none"> <li>(a) In relation to property, means a category of property determined in terms of section 8 of the Act; and</li> <li>(b) In relation to owner of property, means a category of owner determined in terms of section 15 (2) of the Act and this Property Rates policy.</li> </ul>

**Child Headed Household**  
(Category of Owner of Property)

Means a household recognized as such in terms of section 137 of the Children's Amendment Act, 41 of 2007.

**Commercial accommodation**

Means lodging or board and lodging, together with domestic goods and services, in any house, flat, apartment, room, hotel, motel, Inn, guesthouse, Bed & Breakfast, boarding house, residential establishment, holiday accommodation, student accommodation, unit, chalet, tent, caravan, camping site or similar establishment which is regularly or systematically supplied but excludes a dwelling supplied in terms of an agreement for letting and hiring thereof.

**Communal property**

Means a separately registered property, where the property is predominately used for Rural Residential purposes.

A communal property may also be used for more than one purpose including agricultural property, public service purpose, state trust land, commercial, industrial, residential, and other non-residential property, etc and categorised as multiple purposes in terms of 8 (2) (i) which, in the case of a property used for multiple purposes, the use will be assigned to the applicable category of property, the associated value apportioned and rates determined accordingly, as contemplated in section 9 (2) of the Act.

A Communal property's land extent can vary and be adjusted according to the apportioned category and associated land extents as determined from time to time by the municipal valuer.

**Constitution**

A body of fundamental principles or established precedents according to which our State is governed and as embodied and promulgated per Act 108 of 1996.

**Data-collector**

Means a person designated as a data-collector in terms of section 36 of the Act.

**Date of valuation**

Means the date determined by a municipality in terms of section 31(1) of the Act.

**Disabled**

(Category of Owner of Property)

Means a person who qualifies to receive relief in terms of the Social Services Act, 1992 (Act No. 59 of 1992) or has been certified as disabled by a medical practitioner and qualifies in terms of the income threshold as defined in the Council's Customer Care Policy or Indigent Policy.

**Disaster**

(Deals with the treatment of the Category of Owner of Property)

Means a disaster within the meaning of the Disaster Management Act (Act 57 of 2002) or any other serious adverse social or economic condition as adopted by a Council resolution from time to time.

**Disaster area**

(Deals with the treatment of the Category of Owner of Property)

Means owners of property situated within an area affected by:

- (a) a disaster within the meaning of the Disaster Management Act 57 of 2002;
- (b) any other serious adverse social or economic conditions;

**Dominant use**

Means a property used for more than one purpose subject to section 9 (1) (b) of the Act and refers to the primary and predominant use of the property when viewed overall. This means that the category of property for rating will be based on the predominant use with a single value, a single category of property and a single "rate" applied for rating.

(a) The dominant use approach will be applied to developed property located within the area of an approved town planning scheme granted in terms of any planning law;

(b) The calculation of the dominant use is the highest percentage use of all actual uses determined by using the gross building area;

(c) The dominant use category of property as calculated in (b) above will then be applied for the levying of rates.

(d) The dominant use approach may not be used for –

- (i) Communal property used for multiple purposes, or
- (ii) For property used for multiple purposes where there is a large surplus land holding and the dominant use cannot be calculated on gross building area, or
- (iii) For property where there are rateable and non-rateable portions (partial exemptions),

The alternative "apportionment" approach as contemplated under s9 (2) must then be used for properties used for multiple purposes.

**Effective date**

(a) In relation to a valuation roll, means the date on which the valuation roll takes effect in terms of section 32(1) of the Act; or

(b) In relation to a supplementary valuation roll, means the date on which a supplementary valuation roll takes effect in terms of section 78(2)(b) of the Act.

**Equitable treatment of ratepayers**

Means the fair, just and impartial treatment of all ratepayers.

<b>Exclusion</b>	In relation to a municipality's rating power, means a restriction of that power as provided for in section 17 of the Act.
<b>Exemption</b>	In relation to the payment of a rate, means an exemption granted by a municipality in terms of section 15 of the Act.
<b>Financial year</b>	Means the period starting from 1 July in a year to 30 June the next year.
<b>Guest House</b>	Means a commercial accommodation establishment with between 5 and 10 bedrooms available to guests.
<b>Income Tax Act</b>	Means the Income Tax Act, 1962 (Act No. 58 of 1962).
<b>Indigent owner</b> (Category of Owner of Property)	Means an owner of a property earning less than a gross income as determined by the municipality in its Indigent Policy.
<b>Industrial Property</b>	Means property used for a branch of trade or manufacturing, production, assembly or processing of finished or partially finished products from raw material or fabricated parts in respect of which capital and labour are involved, and includes:- <ul style="list-style-type: none"> <li>(a) The production of raw products on the property;</li> <li>(b) The storage and warehousing of products; and</li> <li>(c) Any office or other accommodation on the same property the use of which is incidental to such activity.</li> </ul>
<b>Land reform beneficiary</b> (Category of owner of property)	In relation to a property read with section 17 (1) (g) of the Act, means a person who: <ul style="list-style-type: none"> <li>(a) acquired the property through - <ul style="list-style-type: none"> <li>(i) the Provision of Land and Assistance Act, 1993 (Act No. 126 of 1993); or</li> <li>(ii) the Restitution of Land Rights Act, 1994 (Act No. 22 of 1944);</li> </ul> </li> <li>(b) holds the property subject to the Communal Property Associations Act, 1996 (Act No. 28 of 1996); or</li> <li>(c) holds or acquires the property in terms of such other land tenure reform legislation as may pursuant to section 25(6) and (7) of the Constitution be enacted after the Act has taken effect.</li> </ul>
<b>Land tenure right</b>	A land tenure right as defined in section 1 of the Upgrading of Land Tenure Rights Act, 1991 (Act No. 112 of 1991)

<b>Legal entity</b>	In law an entity is something which is capable of bearing legal rights and obligations, has a distinct separate existence.
<b>Local community</b>	<p>In relation to a municipality:</p> <p>(a) means that body of persons comprising:</p> <ul style="list-style-type: none"> <li>(i) the residents of the municipality;</li> <li>(ii) the ratepayers of the municipality;</li> <li>(iii) any civic organisations and non-governmental, private sector or labour organisations or bodies which are involved in local affairs within the municipality; and</li> <li>(iv) visitors and other people residing outside the municipality who, because of their presence in the municipality, make use of services or facilities provided by the municipality.</li> </ul> <p>(b) includes, more specifically, the poor and other disadvantaged sections of such body of persons.</p>
<b>Local municipality</b>	Means a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155(1) of the Constitution as a category B municipality.
<b>Market value</b>	In relation to a property, means the value of the property determined in accordance with section 46 of the Act.
<b>Mining property</b>	A property used for mining operations as defined in the Mineral and Petroleum Resources Development Act, 2002 (Act No 28 of 2002);
<b>Minister</b>	Means the cabinet member responsible for local government.
<b>Municipal Council or Council</b>	Means the Municipal Council of Ulundi Municipality.
<b>Municipal Finance Management Act</b>	Means the Local Government: Municipal Finance Management Act 2003 (Act No. 56 of 2003).
<b>Municipal Manager</b>	Means a person appointed in terms of section 82 of the Municipal Structures Act.
<b>Municipal owned property</b>	Means property owned by the municipality.



<b>Municipal leases</b>	Means property owned by the municipality and leased to another party. The municipality reserves the right to recover municipal rates against all properties registered in the name of the municipality over which a portion or all of its property is leased either through an existing lease agreement where rates are exclusive or through the provisions of the Act. Rates payable will be based on the rates category and market value as contained in the Valuation Roll.
<b>Municipal Structures Act</b>	Means the Local Government: Municipal Structures Act, 1988 (Act No. 117 of 1998).
<b>Municipal valuation</b>	Means a valuation of a ratable property within the municipal area by the Municipal Valuer in terms of the Act.
<b>Municipal Valuer</b>	Means a person designated as a Municipal Valuer in terms of section 33(1) of the Act.
<b>National Building Regulations (NBR)</b>	Means the National Building Regulations and standards Act No. 103 of 1977, as amended.
<b>Occupier</b>	In relation to a property, means a person who occupies the property, whether or not that person has a right to occupy the property.
<b>Office Bearer</b>	In relation to places of public worship, means the primary person who officiates at services at the place of worship;
<b>Official residence</b>	<p>In relation to places of public worship –</p> <ul style="list-style-type: none"> <li>(a) a portion of the property used for residential purposes; or</li> <li>(b) one residential property, if the residential property is not located on the same property as the place of worship,</li> </ul> <p>Registered in in the name of a religious community or registered in the name of a trust established for the sole benefit of a religious community and used as a place of residence for the office bearer;</p>
<b>Organ of state</b>	<p>Means an organ of state as defined in section 239 of the Constitution.</p> <ul style="list-style-type: none"> <li>(a) any department of state or administration in the national, provincial or local sphere of government; or</li> <li>(b) any other functionary or institution— <ul style="list-style-type: none"> <li>(i) exercising a power or performing a function in terms of the Constitution or a provincial constitution; or</li> <li>(ii) exercising a public power or performing a public function in terms of any legislation, but does not include a court or a judicial officer;</li> </ul> </li> </ul>

## Owner

- (a) In relation to a property referred to in paragraph (a) of the definition of property, means a person in whose name ownership of the property is registered;
- (b) In relation to a right referred to in paragraph (b) of the definition of *property*, means a person in whose name the right is registered;
  - (i) in relation to a time sharing interest contemplated in the Property Time-sharing Control Act, 1983 (Act No. 75 of 1983), means the management association contemplated in the regulations made in terms of section 12 of the Property Time-sharing Control Act, 1983, and published in Government Notice R327 of 24 February 1984;
  - (ii) in relation to a share in a share block company, the share block company as defined in the Share Blocks Control Act, 1980 (Act No. 59 of 1980);
  - (iii) in relation to buildings, other immovable structures and infrastructure referred to in section 17(1)(f) of the Act, means the holder of the mining right or the mining permit,
- (c) In relation to a land tenure right referred to in paragraph (c) of the definition of property, means a person in whose name the right is registered or to whom it was granted in terms of legislation; or
- d) In relation to public service infrastructure referred to in paragraph (d) of the definition of property, means the organ of state which owns or controls that public service infrastructure as envisaged in the definition of "publicly controlled";

provided that a person mentioned below may for the purposes of the Act be regarded by a municipality as the owner of a property in the following cases:

- (i) a trustee, in the case of a property in a trust excluding state trust land;
- (ii) an executor or administrator, in the case of a property in a deceased estate;
- (iii) a trustee or liquidator, in the case of a property in an insolvent estate or in liquidation;
- (iv) a judicial manager, in the case of a property in the estate of a person under judicial management;
- (v) a curator, in the case of a property in the estate of a person under curatorship;
- (vi) a person in whose name a usufruct or other

personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude;

- (vii) a lessee, in the case of property that is registered in the name of the municipality and is leased by it; or
- (viiA) a lessee, in the case of property to which a land tenure right applies and which is leased by the holder of such right; or;
- (viii) a buyer, in the case of a property that was sold by a municipality and of which possession was given to the buyer pending registration of ownership in the name of the buyer.

### **Pensioner**

(Category of Owner of Property)

Means a person that :

- (a) must be 60 years of age;
- (b) who is the sole owner of the property, or owner jointly with his/her spouse;
- (c) does not own another property within the municipality;
- (d) *Insert additional criteria as required by the Municipality*

### **Permitted use**

In relation to a property, means the limited purposes for which the property may be used in terms of -

- (a) Any restrictions imposed by:
  - (i) a condition of title;
  - (ii) a provision of a town planning or land use scheme; or
  - (iii) any legislation applicable to any specific property or properties; or
- (c) Any alleviation of any such restrictions.

### **Places of public worship**

Means property used primarily for the purposes of congregation, excluding a structure that is primarily used for educational instruction in which secular or religious education is the primary instructive medium:

Provided that the property is—

- (a) registered in the name of the religious community;
- (b) registered in the name of a trust established for the sole benefit of a religious community; or
- (c) subject to a land tenure right;

### **Prescribe**

Means prescribe by regulation in terms of section 83 of the Act.

### **Property**

Means:

- (a) immovable property registered in the name of a person,

	including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person/legal entity;
	(b) a right registered against immovable property in the name of a person/legal entity, excluding a mortgage bond registered against the property;
	(c) a land tenure right registered in the name of a person/legal entity or granted to a person/legal entity in terms of legislation; or
	(d) public service infrastructure.
<b>Property register</b>	Means a register of properties referred to in section 23 of the Act.
<b>Protected area</b>	Means those parts of a special nature reserve, national park or nature reserve within the meaning of the Protected Areas Act, or of a national botanical garden within the meaning of the National Environmental Management: Biodiversity Act, 2004 which are not developed or used for commercial, business, residential or agricultural purposes.  Means an area that is or has to be listed in the register referred to in section 10 of the Protected Areas Act;
<b>Protected Areas Act</b>	Means the National Environmental Management: Protected Areas Act, 2003.
<b>Public Benefit Organization</b>	Means a property where the dominant activity is listed in item 1 (welfare and humanitarian), item 2 (health care) and item 4 (education and development) of Part 1 of the Ninth Schedule to the Income Tax Act.
<b>Publicly controlled</b>	Means owned by or otherwise under the control of an organ of state, including: <ul style="list-style-type: none"> <li>(a) a public entity listed in the Public Finance Management Act, 1999 (Act No.1 of 1999);</li> <li>(b) a municipality; or</li> <li>(c) a municipal entity as defined in the Municipal Systems Act.</li> </ul>
<b>Public Service Purposes</b>	In relation to the use of a property, means property <u>owned and used by</u> an organ of state as— <ul style="list-style-type: none"> <li>(a) hospitals or clinics;</li> <li>(b) schools, pre-schools, early childhood development centres or further education and training colleges;</li> <li>(c) national and provincial libraries and archives;</li> </ul>

(d) police stations;  
 (e) correctional facilities; or  
 (f) courts of law,  
 but excludes property contemplated in the definition of  
 'public service infrastructure';

<b>Rate</b>	Means a municipal rate on property envisaged in section 229(1)(a) of the Constitution.
<b>Rateable property</b>	Means a property on which a municipality may in terms of section 2 of the Act levy a rate, excluding property fully excluded from the levying of rates in terms of section 17 of the Act.
<b>Ratio</b>	In relation to section 19 of the Act, means the relationship between the cent amount in the Rand applicable to residential properties and different categories of non-residential properties: <i>Provided that the two relevant cent amounts in the Rand are inclusive of any relief measures that amount to rebates of a general application to all properties within a property category;</i>
<b>Rebate</b>	In relation to a rate payable on a property, means a discount granted in terms of section 15 of the Act on the amount of the rate payable on the property.
<b>Reduction</b>	In relation to a rate payable on a property, means the lowering in terms of section 15 of the Act of the amount for which the property was valued and the rating of the property at that lower amount.
<b>Register</b>	<p>(a) means to record in a register in terms of –</p> <ul style="list-style-type: none"> <li>(i) the Deeds Registries Act, 1937 (Act No. 47 of 1937); or</li> <li>(ii) the Mining Titles Registration Act, 1967 (Act No. 16 of 1967); and</li> </ul> <p>(b) includes any other formal act in terms of any other legislation to record :</p> <ul style="list-style-type: none"> <li>(i) a right to use land for or in connection with mining purposes; or</li> <li>(ii) a land tenure right.</li> </ul>
<b>Residential property</b>	Means a dwelling, in any building, premises, structure, or any other place, or any part thereof, used <b><i>predominantly</i></b> as a place of residence or abode of any natural person <b>excluding</b> a dwelling where the premises are used <b><i>predominantly</i></b> for any purpose other than residential, or where it is used in the supply of commercial accommodation.

	<p>A property included in a valuation roll in terms of section 48(2)(b) of the Act in respect of which the primary use or permitted use is for residential purposes without derogating from section 9 of the Act;</p>
<b>Specialised properties</b>	<p>Means property including national monuments, schools (both state and private), crèches, cemeteries/crematorium, prisons, law courts, libraries, military bases, police stations, sports clubs including stadiums, public open spaces including parks, and vacant land associated with these uses.</p> <p>Other non-market property uses may be assigned to this category by the Municipal Valuer.</p>
<b>State trust land</b>	<p>Means land owned by the State:</p> <ul style="list-style-type: none"> <li>(a) in trust for persons communally inhabiting the land in terms of a traditional system of land tenure;</li> <li>(b) over which land tenure rights were registered or granted; or</li> <li>(c) which is earmarked for disposal in terms of the Restitution of Land Rights Act, 1994 (Act No. 22 of 1994).</li> </ul>
<b>Threshold Value</b>	<p>Means, with reference to impermissible rates and Section (17) (1) (h) of the Act, a municipality may not levy a rate on the first R15, 000 of the market value of a property with a category residential and a Municipal Council may increase this value to a higher market value in terms its annual budget and policy review, which is referred to as the threshold value.</p>
<b>Vacant Land</b>	<p>Means any unimproved vacant land, which is not agricultural property. Any vacant land outside the area of a scheme for which no development rights have been granted in terms of any planning law must be considered as agricultural property and valued accordingly.</p> <p>The value of vacant land must reflect:</p> <ul style="list-style-type: none"> <li>(a) the highest and best use permitted by the scheme, including any consent granted in terms thereof, if the land is situated in the area of a scheme; or</li> <li>(b) the highest and best use permitted in terms of a development approval, if the land does not form part of the area of a scheme, but development rights have been granted in respect of the land.</li> </ul>
<b>Unauthorized immovable improvement / development</b>	<p>Means any use of a property which is inconsistent with or in contravention with the permitted use of the property or any immovable improvement / development or building erected without approval of the municipality in terms of the National Building Regulations and building standards Act No. 103 of 1977 as amended and other related legislation.</p>

### **3 PART THREE: THE PURPOSE OF THE POLICY**

**3.** The purpose of this policy is to:

- 3.1** Comply with the provisions of the Act, specifically with section 3 thereof;
- 3.2** Give effect to the principles outlined hereunder;
- 3.3** Ensure the equitable treatment of persons liable for rates;
- 3.4** Determine the basis for valuation and to prescribe procedures for the implementation of the Act;
- 3.5** Determine criteria for different property use categories to apply differential rates;
- 3.6** Determine or provide criteria for the determination of categories of owners of properties;
- 3.7** Determine criteria to be applied for granting relief in the form of exemptions, rebates and reductions to categories of properties and categories of owners;
- 3.8** Determine measures to promote local economic and social development; and
- 3.9** Identify which categories of properties the municipality has elected not to rate as provided for in section 7 of the Act.

### **4 PART FOUR: FUNDAMENTAL PRINCIPLES OF THIS POLICY**

The principles of the Act are to regulate the power of a municipality to impose rates on property; to exclude certain properties from rating in the national interest; to make provision for municipalities to implement a transparent and fair valuation method of properties; to make provision for an objection and appeal process.

**The principles of the policy are to ensure that:**

- 4.1** The power of the municipality to impose rates on property within its area will not be exercised in a way that materially and unreasonably prejudices national economic policies, economic activities or the national mobility of goods, services, capital or labour as prescribed in terms of section 229 of the Constitution;
- 4.2** All ratepayers will be treated equitably;
- 4.3** Property rates will be assessed on the market value of all rateable properties within the jurisdiction of the municipality, and for purposes of generating revenue to balance the municipal budget.
- 4.4** Property rates will not be used to subsidize trading and economic services;
- 4.5** The property rates policy will take into account relief measures to address the social and economic needs of the community.
- 4.6** The rates income generated by the Municipality will take into account relief measures to address the socio and economic needs of the community.

## **5 PART FIVE: IMPLEMENTATION OF THIS POLICY AND EFFECTIVE DATE**

### **Policy –**

- 5.1** This policy takes effect from the first of July annually, and must accompany the municipality's budget for the financial year.
- 5.2** The rates policy must be reviewed annually, and if necessary amended by the Council. Such amendments must be effected in conjunction with the municipality's annual budget in terms of sections 22 and 23 of the Municipal Finance Management Act.
- 5.3** The municipality must adopt a set of Property by-laws to give effect to the implementation of its rates policy and such by-laws must be read in conjunction with this policy.
- 5.4** The adopted Property Rates by-laws must also be reviewed annually, and if necessary be amended by the Council, in conjunction and in accordance with the rates policy.

### **Methods and frequency of payment of rates –**

- 5.5** The Municipality shall recover rates on a monthly basis, together with any supplementary rates.
- 5.6** The Municipality may recover a rate annually for National, Provincial Government and Ingonyama Trust owned property.
- 5.7** The payment of rates shall not be affected by reason of objections, an appeal or non-compliance with the rates policy.
- 5.8** The Municipality may publish a number of Supplementary Valuation Rolls during the year, in accordance with Section 78 of the MPRA. The rates, as adjusted by the Supplementary Valuation Roll, will be levied accordingly.

## **6 PART SIX: EQUITABLE TREATMENT OF RATEPAYERS**

- 6.1** The municipality is committed to treating all ratepayers on an equitable basis. The circumstances of each category of owner or category of property will be considered in a fair manner and within the limitations set out in the Act. The municipality must adopt measures to ensure equitable and fair treatment of ratepayers.
- 6.2** Any differentiation in the levying of rates must not constitute unfair discrimination.

## **7 PART SEVEN: DISCRETIONARY DECISIONS ADOPTED BY THE MUNICIPALITY WITH RESPECT TO LEVYING PROPERTY RATES**

- 7.1** To levy rates on all ratable property in its area of jurisdiction;
- 7.2** To determine the date of implementation as being
- 7.3** To determine the date of general valuation.
- 7.4** To levy different cents in the rand for different categories of property;



- 7.5 That the categories of properties for the purpose of differential rating are those specified in this policy document;
- 7.6 In terms of section 23 of the Act, a municipality must draw up and maintain a register in respect of properties situated within that municipality, consisting of part A the valuation roll and part B the relief measures permitted in terms of rates policy.
- 7.7 The municipality shall in conjunction with the appointed municipal valuer identify and recognize property based on information from the Deeds Registry Office, legal registers of property / property rights or any other information readily available to it.
- 7.8 That in determining whether a property forms part of a particular category, the **actual** use of the property will be the determining factor and any change in actual use of a property will result in a change of category;
- 7.9 That for vacant land the permitted use shall be applied. *Note: Municipality decide*
- 7.10 That a property used for multiple purposes as contemplated in section 9 of the Act and as defined in this policy, **must**, for rates purposes, be assigned to a category determined by the municipality for properties used for either -
- 7.10.1 a purpose corresponding with the dominant use of the property, in terms of section 9 (1) (b) **or**
- 7.10.2 multiple purposes in terms of sections 9 (1) (c), 8 (2) (i) and 9 (2) of the Act;
- 7.11 In terms of section 46 (2) of the Act under “valuation criteria” the municipal valuer is entitled to identify and value any unauthorized immovable improvement and any unauthorized use as if it were lawful.
- 7.12 In terms of rates policy any unauthorized immovable improvement and any unauthorized use over a property used for multiple uses may be valued by apportionment and rates levied against the underlying registered owner as recorded in the Deeds registry office.
- 7.13 To determine a market related value for public service infrastructure in accordance with generally recognized valuation practices, methods and standards;
- 7.14 In terms of section 7 (2) (a) (i) of the Act to exclude municipal owned property from being rated, except where leased to a third party;
- 7.15 That special rating areas, as envisaged in terms of Section 22 of the Act may be established on application, compliance and by resolution of the council;
- 7.16 The determination of the category of property to be assigned to a property is the responsibility of the designated municipal valuer.

## **8 PART EIGHT: CATEGORIES OF PROPERTIES FOR DIFFERENTIAL RATING PURPOSES**

**8.1** Section 8 of the Act provides that a municipality may, subject to section 19 of the Act and in terms of criteria set out in its rates policy, levy different rates for different specified categories of ratable property, determined in sub-section (2) and (3), which must be determined according to the-

- (a) use of property;
- (b) permitted use of the property; or
- (c) a combination of (a) and (b).

**8.2** The designated Municipal Valuer of a municipality is responsible for determining the category of property in terms of its adopted rates policy.

**8.3** For the purposes of section 8 of the Act read with section 9, the following categories of ratable property have been determined, being –

**8.3.1** Residential properties;

**8.3.2** Industrial properties;

**8.3.3** Business, commercial properties;

**8.3.4** Agricultural properties ;

**8.3.5** Mining properties;

**8.3.6** Properties owned by an organ of state and used for Public Service Purposes (PSP);

**8.3.7** Public service infrastructure;

**8.3.8** Public Benefit Organization Property

**8.3.9** Properties used for multiple purpose, subject to section 9; or

**8.3.10** Any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the *Gazette*.

**8.3.11** Protected areas;

**8.3.12** Places of public worship;

**8.3.13** Specialized properties;

**8.3.14** Communal Property;

**8.3.15** Vacant land;

**8.3.16** Unauthorized development;

**8.4** *Vacant land*

i) In the event of vacant land purchased, registered and transferred to the name of the purchaser should within a period of two (2) years erect or construct or develop, failing which the council has the right in terms of the sale agreement signed by both parties to dispose off the vacant land to Ulundi Municipality without further notice to the other party.

(ii) Should the owner of a vacant property desire to surrender the property to the municipality for any reason(s) he/she can do so in writing and address such request to the Municipal Manager. Further, billing of property rates and other services to the same property shall be discontinued and the accumulated debt shall be written off on transfer of the property back into the municipality's name.

**8.5** Where a municipality can, on good cause, show that there is a need to sub-categorize the property categories listed in subsection (2), a municipality must apply to the Minister in writing for authorization to create one or more of such sub-categories.

**8.5.1** Such application -

**8.5.1.1** must be accompanied by a motivation for such sub-categorization;

**8.5.1.2** demonstrate that such sub-categorization is not contravention of section 19 of the Act and

**8.5.1.3** Reach the Minister at least 15 months before the start of the municipal year in which the municipality envisages levying a rate on such sub-categorized property.

**8.6** It is recorded that in terms of section 19 (1) of the Act, a municipality may not levy:

**8.6.1** Municipal Properties

In terms of Section 17(1) (i) of the MPRA, the Municipality may not levy a rate on property registered in the name of and used primarily as a place of public worship by a religious community, including an official residence registered in the name of that community which is occupied by the office bearer of that community.

Property used primarily as an office of a religious organisation or property used as parking facilities, camping sites not operated for gain and cemeteries for religious community will also receive a 100% rebate for rates.

**8.6.2** Non-profit (NPO) or Public Benefit (PBO) Organisations

The Municipality may grant a 100% rate rebate for the categories of NPO or PBO who are deemed to contribute services or benefits to the community.

Any property that meets the PBO criteria as determined by the MPRA Rate Ratio Regulations, yet does not qualify for a 100% rebate in terms of this Policy, shall be rated at 25% of the residential cent-in-a-rand.

**8.6.3** Sporting Organisations

The Municipality may grant a 100% rates rebate for amateur sporting bodies open to general public.

Such property must be used predominantly by an organisation for the purpose of amateur sport and any social activities which are connected with such sport.

## **9 PART NINE: RELIEF MEASURES FOR RATEPAYERS**

**9.1** The municipality has considered the need and desire to grant relief to specific categories of owners of properties and owners of specific categories of properties with a view to providing appropriate measures to alleviate the rates burden on them. The Municipality therefore grants Exemptions, Rebates and Reductions, on categories of owners, based on local conditions and circumstances. No category of owner shall qualify for multiple rebates.

**9.2** The municipality will not grant relief in respect of the payment of rates other than by way of an exemption, rebate or reduction provided for in this policy and granted in terms of section 15 of the Act to:

**9.2.1** A specified category of property; or

**9.2.2** A specified category of owner of property as provided for hereunder.

- 9.3** The municipality will not grant relief to the owners of property on an *ad hoc* or individual basis. For the purposes of rates policy the Municipality has determined the following **categories of owners (of property)** with criteria for relief measures included under Part 10 –

**Note:** Municipality to choose the relevant COOP that exists within the Municipal boundaries.

- a) **Indigent Owners**
- b) **Pensioner Owner**
- c) **Disable Owner**
- d) **Land Reform Beneficiary**
- e) **Child Headed Households**
- f) **Property owned by public benefit organisations**
- g) **Owners of properties affected by a disaster or other serious adverse social or economic conditions**
- h) **Owners of Nature Reserves / Conservation Areas**
- i) **Developers**

The council may approve further categories of owners as required.

## **10 PART TEN: RELIEF MEASURES FOR OWNER CATEGORIES AND PROPERTY USE CATEGORIES.**

The municipality has identified the following use categories of properties and the requisite criteria for the purposes of granting exemptions, rebates or reductions to the owners of these categories of property in terms of section 15 of the Act:

The municipality has identified the following categories of owners of properties and the requisite criteria for the purposes of granting exemptions, rebates or reductions in terms of section 15 of the Act:

<b>10.1 Indigent Owners</b>		
<b>10.1.1 Criteria</b>	In order to qualify as an indigent owner, the owner must:	
	(a)	Be the sole owner of the property or own the property jointly with his/her spouse;
	(b)	Live permanently on the property;
	(c)	Not own any other property within Ulundi municipality;
	(d)	Have an income threshold as defined in the Indigent Policy and be listed in the Indigent Register;
	(e)	Make application annually on the prescribed form and within the prescribed period and submit a valid RSA bar coded ID

<b>10.2 Pensioner Owners</b>	
<b>10.2.1 – Criteria</b>	In order to qualify as a pensioner owner, the owner must:

	(a)	Be at least 60 years of age;
	(b)	For a residential category of property be the sole owner of the property or own the property jointly with his/her spouse;
	(c)	Not be granted more than one pensioner rebate at a time;
	(d)	Live permanently on the property;
	(e)	Make application annually on the prescribed form and within the prescribed period and submit a valid RSA bar coded ID.

<b>10.3 Disabled Owners</b>		
<b>10.3.1 – Criteria</b>	In order to qualify as a disabled person, the owner must:	
	(a)	Be the sole owner of the property or own the property jointly with his/her spouse;
	(b)	Live permanently on the property;
	(c)	May not own any other property within the Ulundi municipality;
	(d)	Have an income threshold as defined in the Council's Customer Care Policy;
	(e)	Make application annually on the prescribed form and within the prescribed period and submit a valid RSA bar coded ID.

<b>10.4 Child-Headed Households</b>		
<b>10.4.1 Criteria</b>	A household may be recognized as a child-headed household if it is deemed to fit the definition as contained at the beginning of this policy, and the owner must -	
	(a)	Live permanently on the property;
	(b)	May not own any other property within the Ulundi municipality;
	(c)	Make application annually on the prescribed form and within the prescribed period and submit a valid RSA bar coded ID.

<b>10.5 Properties Owned by Public Benefit Organizations (PBO)</b>		
<b>10.5.1 Criteria</b>	In order to qualify owners shall be registered as a Public Benefit Activities as listed in Part 1 of the 9 <sup>th</sup> Schedule to the Income Tax Act and must -	
	(a)	Make application in writing annually in the prescribed format;
	(b)	Provide proof of ownership of the property and registration as a Public Benefit Organization in terms of the Income Tax Act conducting one or more of the following specified public benefit activities listed in Part 1 of the 9 <sup>th</sup> Schedule: <ul style="list-style-type: none"> <li>• welfare and humanitarian; or</li> <li>• health care; or</li> <li>• Education.</li> </ul>
	(c)	Owners of property meeting the criteria shall pay the PBO category of property tariff as published annually.
<b>10.5.2 Relief Granted</b>	The PBO tariff would comply with prescribed ratios	PBO tariff to be determined by Council at its discretion, dependent on budgetary affordability factors.

**Note:** It is noted that this position is motivated by the need for non-profit organizations who **are not** registered in terms of the 9<sup>th</sup> schedule, Income Tax Act, to register with SARS in order to be eligible for rates relief.

<b>10.6 Owners of properties affected by a disaster or other serious adverse social or economic conditions</b>		
<b>10.6.1 Criteria</b>	The owner of any category of property may make application for the consideration of a reduction in the municipal valuation of his/her property as contemplated in section 15 of the Act, where it is contended that the market value of the property is being affected by -	
	(a)	A disaster within the meaning of the Disaster Management Act (57 of 2002); or
	(b)	Any other serious adverse social or economic conditions as may be defined and determined by the Council.
	(c)	To retain the relief the owner must apply annually for a review in April, preceding the year of rates implementation. The municipal valuer may at his/her discretion amend the market value if the property is reinstated and deemed habitable.
<b>10.6.2 Relief Granted</b>	The relief provided will be in the form of a reduction in the municipal valuation of the property in relation to a certificate	

	<p>issued for this purpose by the Municipal Valuer, effective from the date of the disaster.</p> <p>The resultant reduction in the quantum of the rates payable will be for the current financial year only and calculated on a pro-rata basis from the date of the disaster or adverse conditions to the end of the financial year.</p>
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<b>10.7 Owners of nature reserves / conservation areas</b>	
<b>10.7.1 – Criteria</b>	<p>Nature Reserves and Conservation areas which are proclaimed in terms of the National Environmental Management: Protected Areas Act, 2003, shall be exempted from rates, subject to an application and evidence being submitted by the owner and on approval by the municipality.</p>
	<p>(a) Existing and Newly Proclaimed Nature Reserves / Conservation areas shall receive exemption upon application and production of the relevant evidence of Proclamation by the owner.</p>
	<p>(b) Nature Reserves/ conservation areas not Proclaimed as aforesaid, shall be rated as vacant land or agricultural property based on the definitions and may only be exempted from rates, once the owners have presented evidence of proclamation to a nature reserve or conservation area.</p>
	<p>(c) The applicant must attach evidence and information in support of their application claiming Nature reserve or conservation status.</p>
	<p>(d) An area within a municipality may also be classified as a nature reserve or conservation area for the purpose of rating if on application by the owner –</p> <ul style="list-style-type: none"> <li>i) The municipality considers that the areas is environmentally sensitive;</li> <li>ii) The land is zoned for conservation purposes or an environmental servitude has been registered in favour of the Municipality over the environmentally sensitive area, and;</li> <li>iii) The landowner, with the assistance of the Municipality, prepares and implements an approved management plan aimed at protecting and improving the local environment.</li> </ul>
	<p>(e) In cases where a Nature reserve or Conservation area is developed and is used for more than one purpose the municipal valuer will apply the multiple purpose use approach in terms of sections 9 (1) (c), 8 (2) (i) and apportion the different use values in terms section 9 (2) of the Act.</p>

<b>10.7.2 – Relief Granted</b>	Rates exemption over whole or portion of the property	Relief may be applied for and granted at the Council's discretion.
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**10.9 Bed and Breakfast, guest houses, back packer lodges, student residences and other holiday accommodation establishment uses**

<b>10.9.1 – Criteria</b>	On Application, Bed and Breakfast, Guesthouse establishments, Holiday Accommodation, Student Accommodation and Back-packers lodges may receive a rebate as determined by Council at its annual budget. All other accommodation establishments operating as a business will not qualify for a rebate.	
	(a)	For the types listed an annual application must be made by 01 JULY preceding the start of the new financial year for which relief is sought.
	(c)	A Bed & Breakfast / Guesthouse / Back-packer lodge must be registered with Tourism KwaZulu – Natal and a local Community Tourism Organisation (CTO). In the absence of a CTO, then the establishment must be registered with a recognised Tourism Industry body;
	(d)	A Bed & Breakfast / Guesthouse / Back-packer lodge must offer accommodation facilities and dining facilities. Establishments that in addition, offer conferencing, spa's, hair salons etc. will not qualify;
	(e)	For the types listed the applicant must provide details of the establishment in respect of total size of developed property, total number of rooms, and facilities available;
	(f)	To qualify the use and improvements must be legally approved by the municipality.

**10.11 Residential Properties with a Market Value Below a Prescribed Municipal Valuation Threshold**

<b>10.11.1 Criteria</b>	<p>It is recorded that in terms of section 17(1)(h) of the Act that the levying of rates on the first R15,000 of the market value of a residential property is impermissible.</p> <p>The owner of a property assigned to a category determined by this policy for residential purposes with a municipal valuation below a threshold to be determined annually through the budgetary process shall be exempted from the liability for the payment of rates. In other words a further discretionary reduction may be applied to the residential category of properties in addition to the first R15 000 of the market value which is a prescribed as an impermissible rate.</p>
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The above relief shall be subject to the following conditions –

- (i) All applications for relief must be in writing in the prescribed form and must reach the Municipality before 01 July preceding the year of rates implementation;
- (ii) The Municipal Manager or his/her nominee must process and approve compliant applications;
- (iii) The Municipality retains the right to refuse a rebate, reduction or exemption if the details supplied on the application form are incomplete, incorrect or false;
- (iv) Where applicable for relief the use of any land or buildings, or any part thereof, shall not be for the private pecuniary benefit of any individual, whether as a shareholder in a company or otherwise;
- (v) Where applicable for relief, if during the currency of any financial year, any such land or building is used for any purpose other than the purpose for which it was so exempted, the Municipality shall impose rates thereon or on such portion so used, at a rate proportionate to the period of such use; and
- (vi) Once the Application is granted, the Applicant is required to submit annually, an affidavit confirming the use or ownership of the property as the case may be.

*1.1 Rates clearance certificates*

- a) All debt, inclusive of any advanced collection deemed to be due and payable, for the purpose of issuing any clearance certificate in terms of Section 118, of the Municipal Systems Act, must be paid in full:
  - i) No interest shall be paid in respect of any payment made in terms of this sub-item unless permitted in terms of any other legislation or policy;
  - ii) All payments will be allocated to the registered seller's municipal accounts in terms of this policy;
- b) The advanced collection shall be used to offset any debt that accumulated against the property as follows:
  - i) Any tenant debt; and
  - ii) Any of the sellers debts
- c) Any refund, in respect of any credit remaining after registration of transfer has been registered in the Deeds office, shall be refunded to such seller;
- d) Rates Clearance Certificates will only be issued by the municipality upon payment of R350 flat fee approved by the Municipality;
- e) No certificate, in terms of Section 118 of the Municipal System Act, will be issued where the registered owner (and, in this instance, the seller) has not complied with any relevant legislation, policy or agreement relating to the property in question;
- f) The Municipal Manager may require the purchaser to apply for all services at the property as part of the application for clearance; or
- g) By virtue of registration of the property, the registered owner accepts liability for all services rendered by the municipality to the said property, except as provided for in other legislation or policy
- h) With the exception of an attorney's trust cheque any cheque tendered in respect of a clearance certificate, in terms of Section 118 of the Systems Act, must first be cleared by the bank before the certificate can be issued.

## **11 PART ELEVEN: RATES CLEARANCE CERTIFICATES**

- a) All debt, inclusive of any advanced collection deemed to be due and payable, for the purpose of issuing any clearance certificate in terms of Section 118, of the Municipal Systems Act, must be paid in full:
  - i) No interest shall be paid in respect of any payment made in terms of this sub-item unless permitted in terms of any other legislation or policy;
  - ii) All payments will be allocated to the registered seller's municipal accounts in terms of this policy;
- b) The advanced collection shall be used to offset any debt that accumulated against the property as follows:
  - iii) Any tenant debt; and
  - iv) Any of the sellers debts
- c) Any refund, in respect of any credit remaining after registration of transfer has been registered in the Deeds office, shall be refunded to such seller;
- d) Rates Clearance Certificates will only be issued by the municipality upon payment of R350 flat fee approved by the Municipality;
- e) No certificate, in terms of Section 118 of the Municipal System Act, will be issued where the registered owner (and, in this instance, the seller) has not complied with any relevant legislation, policy or agreement relating to the property in question;
- f) The Municipal Manager may require the purchaser to apply for all services at the property as part of the application for clearance; or
- g) By virtue of registration of the property, the registered owner accepts liability for all services rendered by the municipality to the said property, except as provided for in other legislation or policy
- h) With the exception of an attorney's trust cheque any cheque tendered in respect of a clearance certificate, in terms of Section 118 of the Systems Act, must first be cleared by the bank before the certificate can be issued.

## **12 PART TWELVE: RECOVERY OF RATES**

### **12.1** The following shall be liable for the payment of rates levied by the municipality:

**12.1.1** Owner of a property;

**12.1.2** Joint owners of a property, who shall be liable jointly and severally;

**12.1.3** The owner of a sectional title unit; and

**12.1.4** In relation to agricultural properties:

**12.1.4.1** any one joint owner of the agricultural property for all the rates levied on the agricultural property; or

**12.1.4.2** Each individual joint owner for that portion of rates levied on the joint owner's undivided share in the agricultural property, whichever option the municipality may choose in relation to agricultural properties.

### **12.2** In terms of section 26 of the Act the municipality will recover rates:

**12.2.1** on an installment basis; or annually, as may be agreed between the parties.

### **12.3** The municipality will furnish each person liable for the payment of rates with a written

account in terms of section 27 of the Act.

- 12.4** The municipality may recover rates in arrears from tenants and occupiers in accordance with the provisions of section 28 of the Act.
- 12.5** The municipality may recover rates due, either whole or in part, from the agent of the owner if this is more convenient for the municipality and in terms of section 29 of the Act.
- 12.6** Rates must be paid on or before a date determined by the municipality. The municipality may impose interest on overdue amounts.
- 12.7** The procedures regarding the determination of rates or any portion that are outstanding and the processes to be followed to recover such amounts are contained within the municipality's Credit Control Policy and Debt Collection Policy.

### **13 PART THIRTEEN: CONSOLIDATION AND APPORTIONMENT OF PAYMENTS**

- 13.1** Separate accounts of persons liable for payment to the municipality for either rates or services may be consolidated in one account and any appropriation of payments will be done in accordance with the municipality's credit control policy.

### **14 PART FOURTEEN: DEFERMENT OF RATES**

- 14.1** The municipality may on application defer the payment of rates in terms of section 26(3) of the Act but only in special circumstances which may be prescribed by the Council.

### **15 PART FIFTEEN: IMPERMISSIBLE RATES IN TERMS OF SECTION 17 OF THE ACT**

- 15.1** It is recorded that the municipality may not, in terms of section 17 of the Act levy a rate on:
  - 15.1.1** the first R15 000 of the market value of a property assigned in the valuation roll or supplementary valuation roll of a municipality to a category determined by the municipality –
    - (i) for residential properties; or
    - (ii) for properties used for multiple purposes, provided one or more components of the property are used for residential purposes; or
  - 15.1.2** A property registered in the name of and used primarily as a place of public worship by a religious community, including an official residence registered in the name of that community which is occupied by an office-bearer of that community who officiates at services at that place of worship.
    - (i) Public service infrastructure entities.
  - 15.1.6** The exclusion from rates of a property referred to in subsection 15.1.3 lapses if the property –
    - (i) Is disposed of by the religious community owning it; or
    - (ii) Is no longer used primarily as a place of public worship by a religious community or, in the case of an official residence contemplated in that

subsection, is no longer used as such an official residence.

**15.1.6.1** If the exclusion from rates of a property used as such an official residence lapses, the religious community owning the property becomes liable to the municipality concerned for any rates that, had it not been for subsection 15.1.3 would have been payable on the property during the period of one year preceding the date on which the exclusion lapsed.

**15.1.6.2** The amount for which the religious community becomes liable in terms of paragraph 15.1.6.1 must be regarded as rates in arrears, and the applicable interest on that amount is payable to the municipality.

## **16 PART SIXTEEN: CONSTITUTIONALLY IMPERMISSIBLE RATES**

**16.1** The Act provides that in terms of section 229(2) (a) of the Constitution a municipality may not exercise its power to levy rates on property in a way that would materially and unreasonably prejudice -

**16.1.1** National economic policies;

**16.1.2** Economic activities across its boundaries; or

**16.1.3** The national mobility of goods, services, capital or labor

## **17 PART SEVENTEEN: NEWLY RATED PROPERTY**

**17.1** Any property which has not previously been rated must be phased in over a period of three financial years subject to the condition that:

**17.1.1** Property registered in the name of a land reform beneficiary must be phased in after the exclusion period referred to in section 17(1)(g) of the Act;

**17.1.2** The phasing in period shall be as set out in the following table:

**Applicable rates for newly ratable properties to be phased in over three years**

<b>Year</b>	<b>Percentage Rates Payable</b>
First	25%
Second	50%
Third	75%

**17.1.** Property owned by the PBO must be phased in over a period of four (4) financial years provided that the Municipality may extend this period on a written application to the MEC.

## **18 PART EIGHTEEN: CUSTOMER ACCOUNTS**

**18.1** A person is liable for payment of a rate whether or not that person has received a written account. If a person has not received a written account, that person must make the necessary inquiries from the municipality.

- The onus is on the ratepayer to provide an address for account purposes.
- The liability for the payment of rates does not hinge on whether an account was received or not.
- A Municipality must furnish each person liable for the payment of a rate with a written account in terms of section 27 of the MPRA.